

ADMINISTRATIVE-INTERNAL USE ONLY

DDA REGISTRY
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31 July 1986

MEMORANDUM FOR: Chief, Secretarial Administrative and Communication
Training Division, Office of Training & Education

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SUBJECT: Career Management Workshop

FROM:
Directorate Personnel Officer, DDA

1. As you know, I have been participating in several of your workshop training sessions as the DDA representative. I have found them to be a valuable forum in which to share opportunities which are available in our Directorate.

2. I thought you might be interested in the fact that during the past several months, the DA has been able to offer positions to two employees who expressed an interest in career change, and spoke with me after attending the Workshop. Also, another employee who did not personally attend the workshop, but was provided information by a friend who did attend, has recently been accepted for a technical position within the Office of Finance (she just completed her B.S. in Accounting).

3. So, as you can see, it has been profitable for the Directorate as well as opening new doors for several of our Agency employees looking for a change in career direction. I look forward to participating in future Workshops on behalf of the Directorate of Administration.



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